

Recurring On-Street Market Program | Guidelines

The City of Edmonton Recurring On-Street Market Program makes public roads, sidewalks and alleys available, through a License of Occupation, for market organizers to operate recurring seasonal markets. These markets contribute to vibrant and livable communities and help make Edmonton a place where people want to live, work and prosper.

These guidelines apply to markets on public road space only. For information on operating a market on private property please consult with [Development Services](#).

Program Information

The Recurring On-Street Market Program provides approval for **recurring** seasonal markets on the City's roads and sidewalks and alleys through a Licence of Occupation. For one-time market events on the City's roads please submit an application to [Civic Events](#).

Who is Eligible

Market organizers that meet any of the following requirements are eligible to apply for the Recurring On-Street Market Program:

1. A Business Improvement Area in the City of Edmonton;
2. An Alberta Approved Farmers' Market that has been approved by Alberta Agriculture and Forestry, and as such, meets the requirements of the program guidelines that have been approved by the Minister;
3. A corporation that has active registration with the Government of Alberta, Corporation Registration System (CORES), and a valid City of Edmonton Business Licence as a Farmer's Market or Public Market Organizer; or
4. A Community League within the City of Edmonton registered under the Societies Act with the Government of Alberta and Corporation Registration System (CORES).

Where Recurring On-Street Markets Can Operate

The City's roads and sidewalks may be considered for an on-street market where City roadway operations and Civic Services can accommodate the temporary closure of the space (e.g., street, sidewalk, alley, etc.) to enable the market's activities to occur. Markets are typically located in the vicinity of main streets and within [Business Improvement Areas](#) (BIAs).

Through the application process the City will work with the Market Organizer by engaging the necessary civic stakeholders to confirm space availability. Where the City cannot accommodate an on-street market, private property may be an option to explore. This requires the Market Organizer to work directly with the property owner and to meet all Zoning Bylaw requirements. Please contact [Development Services](#) for more information about operating a market on private property.

What Types of Activities are Permitted

The program allows Market Organizers to operate a market for activities which typically include:

- Vending, by businesses with valid Public Market Vendor Business Licence, at a table, stand or booth with or without the placement of temporary tents*

- Vending from food trucks that are [Approved Mobile Food Vendors](#) and that do not require external waste collection
- Busking
- Active and passive patron space
- Placement of A-frame business signs
- Placement of temporary waste bins
- Placement of temporary portable toilet and wash-up sanitary stations

*Where tents are installed in a market, a building permit for Temporary Facilities is required except as outlined in [Appendix A](#).

All other activities are subject to review and approval and may require the Market Organizer to obtain additional Safety Codes Permits for Temporary Facilities.

Storage of any hazardous substances, or cooking and food and drink preparation (except for food trucks) is not permitted as part of the Recurring On-Street Market Program.

Application and Approval Process

Licence of Occupation Approval Process

1. Fill out the Application Form. You will need to include:

- Market Site Plan
- Emergency Response Plan
- Proof of public engagement
- Proof of insurance documents

More information on these items can be found in the submission requirements section below. Please note that incomplete submissions or those lacking necessary detail will impact the review timelines and the City's ability to approve your application.

2. Work with the City during the review and evaluation of your application. This may include:

- Meeting with the City to review the details of your proposal
- Making any necessary adjustments to the Emergency Response Plan based on feedback received from Edmonton Fire Rescue Services
- Conducting any additional public engagement identified through the application review process
- Making any necessary adjustments to your Market Site plan to:
 - Address civic stakeholder feedback
 - Mitigate traffic operation issues identified during the development of the Traffic Accommodation Plan
 - Accommodate feedback received through your public engagement activities

3. Once the City review is complete you will receive the Licence of Occupation to review and sign. Once signed, the City will then sign and a fully executed copy of the Licence of Occupation will be sent to you

- The fully executed copy of the Licence of Occupation is your approval to operate
- A copy must be kept at the market at all times while the market is in operation

Once your Licence of Occupation is Approved

1. Coordinate all temporary traffic control requirements with the City

- Apply for an [On-Street Construction and Maintenance \(OSCAM\) permit](#)

2. Obtain any other permits your market may require. This may include:

- [Building Permits](#)

3. Operate your market!

- At the beginning of each season, issue your Public Notification to inform businesses, residents, and property owners adjacent to your market area of your market schedule and times
- Set-up, take-down, and operate your market as per the conditions of your Licence of Occupation

- Ensure that all temporary traffic control devices are set-up in accordance with the Traffic Accommodation Plan for your market
- At the end of each market event, ensure that the City's roads, sidewalks and alleys are left in good condition and free of all refuse, debris, and property of the Market Organizer, vendors, and patrons
- Pay all fees associated with the Licence of Occupation, OSCAM Permit, and any traffic control services provided by the City
- Work with the City throughout market season to address any construction, civic event, or emergency requirements that may impact market operations

Submission Details

1. Market Site Plan

The Market Organizer must provide a Market Site Plan that clearly identifies the portion of road, sidewalk and/or alley space that will be used for the market. The site plan must be submitted as a legible, reasonably-scaled plan (i.e. 1:200) that includes all of the following:

- Market name
- Market Organizer name
- Location description including Street and Avenue identifiers or nearest adjacent property address
- North arrow
- The proposed market area, including all streets, sidewalk boulevards and/or alleys that will be used during the market events
- The location and the number of:
 - Vendor stalls;
 - Food trucks;
 - Seating areas;
 - Busking areas; and
 - Any administration areas including market manager stations or marshaling locations.
- The location of any temporary portable toilet and wash-up areas
- The location and width of pedestrian pathways through the market area and elements associated with ensuring the market area remains accessible for people with mobility limitations
- The location and width of the three (3) meter wide emergency access route through the market area
- The location of any fire hydrants located within or adjacent to the market area

2. Emergency Response Plan

The Market Organizer must provide an emergency response plan that includes all of the following:

- Identifies how the market will mitigate risks and respond to emergencies while the market is operating to ensure the safety and well-being of market participants, the general public, staff, and volunteers.
- Identifies the three (3) meter wide emergency access route through the market area.
- Illustrates how the market will maintain a minimum 1.5 meter clearance in all directions from fire hydrants within or adjacent to the market area.
- Identifies where fire extinguishers (minimum ULA rating: 2A-10BC) will be located in the market area using a 23 metres circle radius to illustrate the coverage area (a minimum of one fire extinguisher must be available within 23 metres of any part of the market).
- Details how the market activities or equipment shall not block any adjacent building's fire department connection or designated emergency exits.
- Address any additional Emergency Response Plan requirements identified by Fire Rescue Services.

For on-street markets with a Licence of Occupation that extends beyond one season, the Market Organizer may be required to submit an updated Emergency Response Plan on an annual basis for review and approval by the City.

3. Public Engagement Requirements

The Market Organizer must conduct and provide proof of stakeholder engagement that includes all of the following:

- Engage with all stakeholders that may be affected by the market to gain support for an on-street market. This may include businesses, residents, and property owners adjacent to your market area as well as Business Improvement Areas and Community Leagues.

- Provide a list of all stakeholders that have been engaged with, including names, addresses, date of consultation and identify if they are in support of the market.
 - Submit copies of any letters of support provided by stakeholders.
- Where stakeholders identified concerns or expressed opposition to the on-street market, provide details of their concerns and the remedies proposed by the Market Organizer to mitigate those concerns.

In addition, conjunction with operating the market the Market Organizer is required to issue a Public Notification no less than two (2) weeks prior to the start of the first market day of the season that addresses the following requirements:

- The notification must be delivered to property owners and/or tenants located within a two (2) block radius of the market.
- The notification must be in the form of a flyer that can be mailed out through Canada Post or delivered to each door by the Market Organizer.
- The notification must include the following information:
 - Description of the market location and site map (visuals are encouraged).
 - Date(s) and time(s) the market will be operational.
 - The Market Organizers phone number with a statement that all questions and concerns be directed to the Market Organizer.
 - Website address (if applicable).

4. Insurance Requirements

The Market Organizer must provide proof of insurance that includes endorsements outlined in [Appendix A](#).

5. Additional Information

- The City will issue its approval to operate a Market through a License of Occupation that will be valid for up to five (5) years. Markets must not be installed or operated until approval has been received from the City.
- On-street markets require Traffic Accommodation Plans and temporary traffic control devices in accordance with the [Manual of Temporary Traffic Control](#). During the application review process the City will work with the applicant to determine traffic accommodation requirements based on the location of the market.
- The Market Organizer is responsible for arranging for the delivery and installation of all temporary traffic control devices (barriers, delineator posts, signage etc.) in accordance with the approved Traffic Accommodation Plan. The Market Organizer must store the temporary traffic control devices off of the road right of way outside of market operating time periods.
- All Markets are subject to random compliance checks. If a Market is deemed to be operating outside of the approved terms and conditions, the Market Organizer may be subject to enforcement, including fines and termination of the market approval.

Fees

Fees associated with a Market are calculated in accordance with the Council-approved fee calculation methodology for Licences of Occupation.

In general, a Market Organizer can expect the following fees to apply:

Application Fee	\$300
Licence Fee Corporations	10% of market value + land tax equivalent based on the licence area
Licence Fee Non-Profit Organizations	5% of the market value based on the licence area.

The application fee is a one time fee and must be paid at the time of submitting an application. The Licence fee is an annual that must be paid while the Licence of Occupation is in effect. There is no escalation of fees during the term of the agreement; however upon renewal the Licence Fee is recalculated based on the current market values.

If the Market Organizer chooses to use the City for the supply of temporary traffic control devices there will also be annual fees associated with the traffic control devices.

Roles

Role of the Market Organizer	Role of the City
<ul style="list-style-type: none"> ✓ Submit a complete on-street market application and apply for all permits required by other regulatory bodies ✓ Contribute to a vibrant community through organizing market events ✓ Gain approval from the City ✓ Create inviting outdoor spaces for residents to enjoy that contribute to a vibrant community ✓ Arrange for all required temporary traffic control required for your market events ✓ Ensure temporary traffic control is installed properly during your events. ✓ Answer all questions and remedy all concerns from the public related to the market as they may arise ✓ Comply with regulations and requirements from other regulatory bodies, including but not limited to AGLC, AHS and Safety Codes ✓ Ensure the market operations comply with the Community Standards Bylaw at all times ✓ Notify the City if at any time the Market Organizer cannot comply with the approved terms and conditions 	<p>Support community vibrancy and economic growth</p> <p>Help Market Organizers, Business Improvement Areas (BIAs), community groups and businesses navigate the application and permit process</p> <p>Review applications and issue permits</p> <p>Maintain safe access for people of all ages and abilities</p> <p>Ensure safe and appropriate occupation of public road space</p> <p>Develop and/or review traffic accommodation plan for the on-street market</p> <p>Where requested supply temporary traffic control devices to the Market Organizer</p> <p>Work with Market Organizers to ensure effective operation of the market throughout the season</p> <p>Coordinate any construction, civic event, or emergency requirements that may impact market operations.</p>

Contact

For more information please contact the City by email at RegulatedRoadUse@edmonton.ca or by phone at 311.

Appendix A

Market Layout Provisions

Any tent or covered structure associated with the Market must obtain a Building Permit at the time of installation, except for any structure not required to obtain a permit under the Building Permit Regulations pursuant to the following specifications:

- a. arranged, if multiple tents/canopies are grouped, to cover no more than 60 square metre in ground area per group, and placed at least 3m apart from other tent/canopy groups or other structures;
- b. designed to withstand reasonably expected forces contemplated in the site operations plan when the site is occupied;
- c. raised and dismantled under supervision of an experienced, qualified person;
- d. ballasted/anchored to the ground per manufacturer instruction or specific design without disturbing or damaging any underground utility lines;
- e. placed on ground clear of flammable material or vegetation that may spread fire for minimum 3m around; and
- f. with any fabric, including tarps/drapes used with/around them labeled to show conformance with CAN/ULC-S109 "Flame Tests of Flame-Resistant Fabrics and Films". Recreational or utility tarps, and fabrics not factory-labeled as compliant are not to be used, and note that fabric may require re-treatment or replacement after lengthy exposure.

Insurance Provisions

General Liability insurance in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for personal injury and/or property damage and the policy shall be endorsed to include the following:

- a. Contractual Liability (including this License Agreement);
- b. Independent Contractors (as applicable);
- c. Products and Completed Operations (as applicable);
- d. Broad Form Property Damage;
- e. Non-Owned Automobiles;
- f. Employees as Additional Insureds;
- g. Cross Liability; and
- h. City as Additional Insured